

SSA 63-6791

DDP 3-3145

CONFIDENTIAL

18 June 63

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MEMORANDUM FOR: Assistant Deputy Director (Plans)

SUBJECT: Employment of Servants by Chiefs of Base

1. A short time ago I brought to your attention the fact that the Audit Staff and the Finance Division had taken exception to the employment of servants by a few Chiefs of Base because the authority was not contained in their Representational Letters. Each case seemed to have been due to a lack of understanding of the procedures and the fact that the Representational Letters neither authorized nor prohibited the employment of servants. The cases then pending were resolved by amending the Representational Letters to authorize the employment of servants through the end of FY 1963, with the understanding that such expenditures would not be approved after 1 July 1963 unless they were specifically authorized in the Representational Letter.

2. In order to clarify the policy for the installations concerned, we have drafted a proposed dispatch which is attached for your review. This document has been coordinated with the Chief, Audit Staff, and the Chief, Finance Division, who have both agreed that they will not take exception of such payments through ~~30 June 1963~~ if the expenditures are otherwise reasonable. If you concur in the contents of the proposed dispatch, we will provide copies to the Area Divisions and ask that they send it to the appropriate addressees. I believe that this will provide the necessary clarification.

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Special Support Assistant/MS

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Attachment

APPROVED:

[Signature Box]

20 June 63  
Date

Assistant Deputy Director (Plans)

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